

**ENFORCEMENT STAFF INSTRUCTIONS
CLEAN HARBORS' PAPERWORK
FOR INVOICING PURPOSES ONLY**

This information only pertains to the items needed in processing the payment of Clean Harbors invoices.

Supporting documents for an invoice:

- ❖ Call sheet
- ❖ Worksheet
- ❖ Manifest, if any
- ❖ Approved Subcontractor's Paperwork, if any
- ❖ Miscellaneous: contracted items affecting the calculation of charges

Please ensure the accuracy of the information. Signing the paperwork means you authorized the items in that paperwork which will be billed to the City. If the items are not in the contract, there will be payment issues.

The following information are needed:

- ❖ Signatures on all the supporting documents including approved subcontractor's paperwork.
 - Manifest (2nd or additional pages -- there is no space for City staff to sign but for invoicing, CH will ask for your signature later on. Pls. sign the additional pages on the side or on top where it can be easily seen.)
 - ❖ **WORK ORDERS** and Council District (CD) No. (pls. see next pages on where to write these: top right space of the worksheet, work order area on call sheet)
 - ✓ EQP Word Orders & CD # (Ask your supervisors for the most current list)
 - ✓ SSPAICID (routine and emergency)
 - ✓ New and special work orders
 - ❖ Address (same on all documents)
 - ❖ Date and Time (start, end, break)
 - ❖ Name of staff, title and hours (start, end, breaks)
 - ❖ Truck, Supplies and Materials
 - Examples:
 - PPEs, if you asked for it, they will note and bill that on the invoice
 - Drums (type, size, quantity)
 - ❖ Description of work (No pick-up, needs to be specified what else was done)
 - ❖ Manifest no. – needs to be written on the work sheet and call sheet
 - ❖ Approved Subcontractor – needs to be written on the work sheet and call sheet
 - ❖ Other info that Enforcement needs such as the case no.
- If CH used an approved subcontractor, please sign the subcontractor's paperwork and obtain a copy from them as well.
- If there are changes or additions by Clean Harbors later on, you will be asked to initial the change/s. If you approve the change/s, please initial and put the date you signed it.
- All officers/inspectors' copies, including approved subcontractors' paperwork (stapled together) should be turned in to Cecille as soon as possible, preferably the same day you returned from the field. Pls. scan a copy for yourself.
- ❖ If we can't find your copy and you already scanned it, kindly print your copy, sign and date and provide us a copy. If you lose your carbon copy, you will be asked to review the vendor's copy, sign and date it.
- Manifest copies should go to Admin's (Fredricka's) inbox.

SAMPLE



Site Services Multi-Task Worksheet

Write work order & CD#
here - example:

140188

Day & Date:

Sales Order #:

Job Complete: Yes / No (Circle One)

Job Description / Comments:

SGFHOPER 201

Customer:

Billing Address:

Contact:

Job Location:

PO # / COD Amount:

Per Diem: Yes / No (Circle one)

If yes, how many?

Change Order Initiated: Yes / No (Circle One)

CASE #

Task # / Description

Task # / Description

Task # / Description

Task Complete: Yes / No (Circle One)

Task Complete: Yes / No (Circle One)

Task Complete: Yes / No (Circle One)

Component Type

Name

Title

ID #

LIQUID: Bulk / Drum

SOLID: Bulk / Drum

Manifest Number/s

Pickup / Van / Car / Crew Cab (Circle One)

Vacuum Trailer

Tractor

Vacuum Truck, Suction

Box Truck

Crew / Grader / Vector (Circle One)

Air Compressor 175 CFM

Backhoe Loader 1 Yd bucket

Bobcat L-Series Mini Excavator

Rock Truck

Roll-off Truck, Blight

Pressure Washer (PSI:) Hot / Cold (Circle One)

Meter Type:

Drum Type:

Drum Type:

Rope Type:

Degreaser Type:

Speed: D y

Polycoated Rain Gear, 22mil

Poly Sheet, 6mil 20ft x 100ft

Poly Bag, 11mil, 100 roll

Absorbent (1/2nd 0.01 Oz) 100/bale

Absorbent (1/2nd 0.01 Oz) Each

Absorbent (1/2nd 0.01 Oz) Bale

Duct Tape/Flap

Safety Pin

Roll-off Poly Line

5 Gal / 20 Litre Poly Drum 1H2

Roll-off / Intermodal / Frac Tank / Tanker (circle one)

Roll-off / Intermodal / Frac Tank / Tanker (circle one)

of Composite Sets of PPE Used:

of People in PPE:

PPE1 - Level 1 w/ (goggles, boots, gloves)

PPE2 - Level 2 w/ (goggles, boots, gloves, respirator)

PPE3 - Level 3 w/ (goggles, boots, gloves, respirator, hood)

PPE4 - Level 4 w/ (goggles, boots, gloves, respirator, hood, full body suit)

PPE5 - Level 5 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood)

PPE6 - Level 6 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE7 - Level 7 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE8 - Level 8 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE9 - Level 9 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE10 - Level 10 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE11 - Level 11 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE12 - Level 12 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE13 - Level 13 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE14 - Level 14 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE15 - Level 15 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE16 - Level 16 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE17 - Level 17 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE18 - Level 18 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE19 - Level 19 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE20 - Level 20 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE21 - Level 21 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE22 - Level 22 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE23 - Level 23 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE24 - Level 24 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

PPE25 - Level 25 w/ (goggles, boots, gloves, respirator, hood, full body suit, full body hood, full body hood)

CHES Rep (Print)

Print inspector's name

Customer (Print)

C H 22-55 (9/07)

CHES Rep (Sign)

Customer (Sign)

Inspector's Signature

Date

Date

Date

Date

IMPORTANT - PAYMENT TERMS ON BACK

SAMPLE

Call Out Sheet/City of Los Angeles LOS0883/LOS0983

Multiple Stop ER YES or NO please Circle Stop _____ of _____

Call Received Date _____ Time _____

Time left stop _____ Time arrived site _____ Time left site _____

Time arrived TSDF _____ Time left TSDF _____ Time arrived shop/Max Stop _____

CHES Employee taking call JAVIER GABRIEL

Department _____ Mail Stop _____

Bureau Sanitation Work Order#

Division Watershed Protection Agency Division # 7D25

Caller's Return Phone No. _____ Name _____

Type of incident ☐ Spill ☐ Dump ☐ Other

Time of incident _____ ☐ PM ☐ AM

Is material an IMMEDIATE environmental hazard (ex. Waste running down street OR can it be scheduled for pick up at a later date (ex. An abandoned drum in alleyway)?

Y N

City official WILL Always be Required to Sign Manifests - No EXCEPTIONS

City Representative's Name? _____ Print inspector's name _____
Signature of City Representative _____ Inspector's Signature _____

Location of Incident _____

Case # ← CASE #

Major Cross Streets _____ Thomas Guide Page/Grid _____

Nature of Incident How much spilled? Over what area? Traffic Lane Closed?

Sewers/Storm Drains Involved? Amt. Of Absorbent Down?

Inventory of Materials/Chemicals?

Human Feces _____

SWOW _____ MANIFEST# _____

Internal Use Billable Hours	
Hours travel to site (1 hour max/2 after hours)	_____
Hours on site	_____
Hours Travel to Disposal Facility	_____
Hours Depart Disposal Facility	_____
Hours Return to Shop (1 hr Max)	_____
Hours to Subtract (Lunch)	_____
Total Hours to Bill	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>

Write work order & CD.

SGFHOPEP 201

FY 2017-18
ENVIRONMENTAL QUALITY PROGRAM (EQP) WORK ORDER NUMBERS
as of 05/14/2018

PROGRAM		FUND NO.	WO#	WO# NAME
CLEAN STREETS LA	Abandoned Waste	GF 100	SGFALLYP	CSLA ALLEY CLEANUP BY STORMWATER
		GF 100	SGFCAMPP	CSLA ENCAMP CLEANUP BY STORMWATER
		GF 100	SGFALLYR	CSLA ALLEY CLEANUP BY SOLIDS
		GF 100	SGFCAMPR	CSLA ENCAMP CLEANUP BY SOLIDS
		GF 100	SGFNOBRR	CSLA NON-BOS RECEPTACLES BY SOLIDS
		GF 100	SGFSUPP1	CSLA ABANDONED WASTE SUPPORT
	CleanStat	GF 100	SGFSTATR	CSLA CLEANSTAT BY SOLIDS
		GF 100	SGFSTRRR	CSLA RECEPTACLES ASSESS SOLIDS
	Street Receptacle	GF 100	SGFRECPR	CSLA RECEPTACLES BY SOLIDS
		GF 100	SGFBIGBR	CSLA BIG BELLY BY SOLIDS
		GF 100	SGFTOYSR	CSLA TOY DISTRICT BY SOLIDS
OPERATION HEALTH STREETS	Skid Row	GF 100	SGFSKIDP	OHS SKID ROW ENCAMP BY STORMWATER
		GF 100	SGFSKIDR	OHS SKID ROW CLEANUP BY SOLIDS
		GF 100	SGFSKRRR	OHS SKID ROW RECEPTACLES BY SOLIDS
		GF 100	SGFSUPP4	OHS SUPPORT
	Venice	GF 100	SGFVENCP	OHS VENICE ENCAMP BY STORMWATER
		GF 100	SGFVENCR	OHS VENICE ENCAMP CLEANUP BY SOLIDS
		GF 100	SGFVENRR	OHS VENICE RECEPTACLES BY SOLIDS
		GF 100	SGFSUPP4	OHS SUPPORT
PUBLIC RIGHT OF WAY (HOPE)	HOPE	GF 100	SGFHOPEP	HOPE TEAMS BY STORMWATER
		GF 100	SGFHOPER	HOPE TEAMS BY SOLIDS
		GF 100	SGFSUPP6	HOPE TEAMS SUPPORT

*All Special Fund WO#s have been closed. Please do not continue charging to them.

ENHANCED SERVICES TO COUNCIL DISTRICTS	Enhanced Services to Council Districts	GF 100	SGFCD1E5	CD 1 ENHANCED DEDICATED SERVICES
		GF 100	SGFCD3E5	CD 3 ENHANCED DEDICATED SERVICES
		GF 100	SGFCD125	CD 12 ENHANCED DEDICATED SERVICES

**These WO#s should only be used for Council District specific work.

SKID ROW PERSONAL HYGIENE STATION	Trash Compactor for Skid Row Personal Hygiene Station	GF 100	SGFSRPHS	SKID ROW PERSONAL HYGIENE STATION
-----------------------------------	---	--------	----------	-----------------------------------

LAWA MANCHESTER SQUARE	LAWA Manchester Square Project	SWRRF 508	SRMANPRO	LAWA MANCHESTER SQUARE BY SOLIDS
		SPA 511	SSPACSLA	LAWA MANCHESTER SQUARE BY STORMWATER

HUMAN RESOURCES DEVELOPMENT DIVISION

TAILGATE ATTENDANCE ROSTER

Class Title Clean Harbor's Paperwork
 Instructor Wong / Gabriel
 Supervisor Wong

Course Code N/A
 Beg / End Time 0700 to 0800
 Room No Boardroom
 Date 6/7/18
 Length 1 hrs
 Pay Per

Alternative Delivery Method (X):
☐ Audio Tape ☐ Book ☐ CD-ROM ☒ Handout ☐ Video/DVD ☐ Web-Based/Online

Additional Class Comments: Print or type in space below
See attachments

Additional training/ tailgate documents attached

Mail to: HRDD Safety Section, Stop 535-Hyperion Treatment Plant, 12000 Vista Del Mar, Play Del Rey, 90293

TYPE THE FULL NAME AS IT APPEARS ON THEIR PAYCHECKS

LAST NAME, FIRST NAME, M.I.	INITIALS	DIVISION	LAST NAME, FIRST NAME, M.I.	INITIALS	DIVISION
0 DOE, JONATHAN A.		SRPCD	23 Metcalf, Bonnie R.	PRM	WPD
1 Wong, Howie	HW	WPD	24 Centeno, Cristian	C	WPP
2 CHUI, Gabriel	CH	CHES	25 Lara, Gary	GA	WPD
3 Froylan Sanchez	FS	CHES	26 Le, Se Hyun	SL	WPD
4 Pamela Bond	PB	WPD	27 Taca, Michael	MT	WPD
5 MICHAEL GUNST	MG	WPD	28 Huang, Joseph	UH	WPD
6 ARAMBULO, LITO	LA	WPD	29 Nguyen, Adam	AN	WPD
7 Tiedon, Brandon	BT	WPD	30 FORTALEZA, JOSEPH	FF	WPD
8 Edgardo, Behrad	BE	WPD	31 Lee, Eric	EL	WPD
9 Estrada, Erik	EE	WPD	32 SUTTI, ADAM	AS	WPD
10 Pechon, Daniel	DP	WPD	33 Cook, Carolyn	CC	WPD
11 Velez, Ingrid	IV	WPD			
12 Gang, Lawrence	LG	WPD			
13 Trujillo, Mark	MT	WPD			
14 Abraham, Lucia	AL	WPD			
15 Latrice Montano	LM	WPD			
16 Ramirez, Irene	IR	WPD			
17 DO, DINH	DD	WPD			
18 Rosales, Salvador	RS	WPD			
19 Abrahamian, Abraham	AA	WPD			
20 Dye, Kevin	KD	WPD			
21 HARVEY, AARON	HA	WPD			
22 EDWARDS, JAMES	JE	WPD			